

Report for Week Ending 22 May 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed thirteen actions requiring the printing of 88,700 copies or sets of blank forms. This represents a decrease from sixty-two actions involving 898,895 copies compared with last week.
- (2) Two new and five revised forms were approved. One form was obsoleted and one form redesignated.
- (3) Prevented the creation of a new Information Report Form for FI [] by substituting Form 1L originally devised for use by OCR.
- (4) Completed study on inconsistencies in document security indications applied by IAC Agencies. Submitted final report of the Working Group on Document Security Indications to the Chairman, Ad-Hoc Sub-Committee on Information Processing. Copies of study, final report and report transmittal are attached.

b. Intangible

- (1) Returned Suggestion No. 3121 to SAS for OPI consideration.
- (2) Completed the development of a revamped floor plan incorporating certain changes to one of three plans previously submitted.
- (3) Reviewed operations of the Outgoing Pouch Section of the Records Control Office of Commo. at the request of []
Advised on operations, suggesting improved methods, techniques and equipment. Other sections will be reviewed later. Miss [] has issued a well-written handbook on Registry operations, plus both headquarters and field issuances, complete with schedules, on VM and records disposition programs.

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2. Assignments:

a. Active

- (1) Revision of "Travel Order" form.
- (2) Revision of "Request for Approval of Form".
- (3) Evaluations of five Employee Suggestions.
- (4) Fourteen new and fourteen revised forms.

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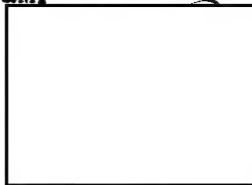
(5) Staff study for Suggestions Awards Committee to the DCI
re: Awards on three Employee Suggestions on hot Information
Reports.

(6) Numerous other projects previously reported.

3. News

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[redacted] attended the 17 May
Management Staff lecture, presented by the Veteran's Administration
on their Work Measurement Program.



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